



Confirmation of:	<input checked="checked" type="checkbox"/> Conference	Date Held: 17 Nov 99 9:00 am (Alaska)
	<input type="checkbox"/> Teleconference	Date Issued: 29 Nov 99
	<input type="checkbox"/> Other:	Prepared By: Rachel August
		Place: Anchorage, Alaska
Subject: MOU Work Group Meeting		

Participant	Organization	Phone
Beyette, Garth	Federal Aviation Administration	907-271-3355
Brown, Q.	Bureau of Indian Affairs	503-231-6753
Deering, Robert	U.S. Coast Guard	907-463-2440
DiPofi, Frank	U.S. Army Engineer District-Alaska	907-753-5708
Dokoozian, Lyn	Jacobs Engineering Group Inc.	907-563-3322
Elconin, Andrea	U.S. Army Engineer District-Alaska	907-753-5680
Gunyah, Ed	Bureau of Indian Affairs	907-886-3791
Hanneman, Dave	U.S. Army Engineer District-Alaska	907-753-5709
Jean, Lucy	Federal Aviation Administration /JALCO	907-271-5225
Renk, Russ	Federal Aviation Administration/NISC	907-271-3294
Snell, John	Federal Aviation Administration	907-271-5299
Sarwas, Regan	U.S. Army Engineer District-Alaska	907-753-5708
Wilson, Craig	U.S. Coast Guard	907-463-2438

## MEETING MINUTES

Action Required By	Agenda Item No.	Discussion
		<p>This was the scheduled MOU Work Group meeting. The following agenda items were discussed:</p> <ol style="list-style-type: none"><li>1. Roll Call</li><li>2. General Information</li><li>3. Presentations/Discussions</li><li>4. Schedules</li><li>5. Newsletter Articles</li><li>6. C-3 Plan</li><li>7. Action Items Update</li><li>8. New Action Items/Issues</li><li>9. Teleconference/Meeting Schedule</li><li>10. Closure</li></ol>

	<b>2.0</b>	<b>General Information</b>
	2.1	<u>BIA</u>  Not present at this time.
	2.2	<u>FAA</u>  Beyette described FAA's current activities at Metlakatla. Phase 1 (brush clearing) is ongoing. Jean is in Anchorage for two weeks but will return to Metlakatla on 29 Nov 99. MPL is chipping the brush; larger brush is stacked and made available to the public.  Phase 2 (debris removal) has been contracted to MIC and will commence in Jan 00. MIC and Jeff Benson are monitoring the work.  FAA has removed 14 USTs and 1 AST. Clean closure has not been obtained; the holes are highly contaminated, and groundwater is 1 to 5 feet bgs. FAA is not solely responsible for the tanks or the contamination and will be seeking assistance from Chevron, the State of Alaska, and other responsible parties.  As a result of these tank removals, 200 cubic yards of soil is ready to ship off site. The worst of the contaminated soil was excavated; the fuel was shipped; the water will be treated and discharged on site. MIC has provided CH2M Hill with a list of parameters and acceptable levels which need to be met.  The metal debris will be stored at the quarry. In Summer 2000, it will be shipped to a recycler.  On 21 Oct 99, FAA sent a letter to MIC outlining six issues (copy was distributed). The tentative Mar 00 start date for the release investigation is dependent upon resolution of these issues, completion of the brush clearing, and removal of the debris. The investigation will include 53 sites at a cost of approximately \$1.2M. Efforts continue to develop the work plan.  FAA awarded the following work to USAED/Jacobs:  <ol style="list-style-type: none"><li>1. Provide AutoCAD for the C-3 Plan; revise maps for 100-150 sites.</li><li>2. Revise C-3 Plan.</li><li>3. Provide SHPO support.</li><li>4. Prepare remedial alternatives memorandum for the tank farm near the main dock; revise as new data is generated.</li><li>5. Prepare island-wide SHPO memorandum of agreement.</li><li>6. Coordinate meetings and teleconferences; prepare minutes.</li><li>7. Provide community relations support.</li><li>8. Compile C-3 Plan back-up sheets.</li></ol>

		<p>Subject to funding, FAA plans to conduct the following activities, valued at approximately \$2M, during 2000:</p> <ol style="list-style-type: none"><li>1. Remove loose drums, mostly containing tar.</li><li>2. Remove lead cable.</li><li>3. Install bridge at Colby Creek.</li><li>4. Demolish old CAA/FAA buildings.</li><li>5. Drop 40 to 45 light and communication towers.</li><li>6. Remove scrap metal pile.</li><li>7. Remove piles at the main dock.</li><li>8. Remove additional USTs.</li><li>9. Prepare work plan for tank farm remedial action.</li><li>10. Prepare work plan for UST remedial action.</li></ol>
	2.3	<p><u>MIC</u></p> <p>Not present.</p>
	2.4	<p><u>USAED</u></p> <p>Elconin stated that the quality assurance project plan (QAPP) draft will be presented today by Dave Hanneman.</p> <p>Regan Sarwas will present the geographical information system (GIS) proposal today.</p> <p>The UXO investigation work is still pending weather. The contractor has until 31 Dec 99 to complete it.</p> <p>The BIA drum removal report will be finalized next week.</p> <p>FAA support activities are proceeding.</p> <p>Subject to funding, USAED plans to conduct the following activities during 2000:</p> <ol style="list-style-type: none"><li>1. Drain 2,500 feet of pipeline from the three 80,000-gallon ASTs to the main dock.</li><li>2. Collect samples along pipeline.</li><li>3. Prepare Engineering Evaluation/Cost Analysis (EE/CA) for pipeline work.</li><li>4. Demolish an 80,000-gallon AST.</li><li>5. Perform remedial investigations at three former ASTs.</li><li>6. Plan work at the hospital area.</li></ol>

	2.5	<p><u>USCG</u></p> <p>The preliminary assessment for 13 sites will be conducted during late-Nov/early-Dec 99.</p> <p>USCG requested, but has not received, \$250,000 for follow-on work.</p> <p><b>Action:</b></p> <p>None.</p>
	<p><b>3.0</b></p> <p>3.1/3.2</p>	<p><b><u>Presentations/Discussions</u></b></p> <p><u>Site Closure Standards and Process for Sites; Site Closure Document Template</u></p> <ol style="list-style-type: none"><li>1. Some of the issues involve:</li><li>2. Process for cleanup and site closure.</li><li>3. Definition of a site.</li><li>4. Cleanup standards.</li><li>5. Record of decision.</li><li>6. Authority for signature.</li></ol> <p>Beyette led a discussion regarding the standards promulgated by MIC Council and ERAC. FAA expressed considerable concern about the basis and rationale for the cleanup levels and whether some of the levels could be obtained or even measured. Beyette has been informed that the FAA should attempt to meet MIC standards; however, a legal review needs to be performed. The USAED FUDS program requires cleanup to levels protective of human health and the environment.</p> <p>The need for EPA involvement was discussed again. A process for the entire cleanup effort is desirable to the agencies. In addition, a regulatory hammer is needed to promote interest by other potential responsible parties. EPA has designated Jackson Fox (attorney) as the point of contact for Annette Island. In a 12 Nov 99 letter to FAA, Fox suggested that the agencies should follow the MIC regulations. However, concern was expressed that Fox may not yet be aware of the issues listed above. EPA support to work through the standards review and closure process is still desirable. However, EPA may not have sufficient personnel to provide the support requested. According to Fox, EPA has assigned a tribal coordinator for Annette Island: Santina Baumeister, Anchorage, 907-271-3413. To the knowledge of those present, Baumeister has not been involved.</p>

		<p>After a lengthy discussion, the group agreed to take the following steps:</p> <ol style="list-style-type: none"><li>1. Research the feasibility of providing technical support to MIC and funding for EPA.</li><li>2. Determine who has signatory authority and the process for site closure sign-off for each agency.</li><li>3. Compile a list of site closure concerns and questions and forward them to EPA.</li><li>4. Perform a legal review of requirements for compliance to MIC standards.</li><li>5. Prepare a draft agenda for the next MOU Work Group meeting. Discuss concerns and agenda topics for next meeting with EPA, MIC and rest of the group.</li><li>6. Meet to specifically address site closure issues.</li></ol> <p>Because several members of the group are not available to meet on 15 Dec 99 at Metlakatla, a new meeting date needs to be determined. A 19 Jan 00 meeting date was proposed (held at Metlakatla or Seattle) pending availability of the group and EPA.</p> <p>Brown stated that according to June Boynton, EPA has provided BIA with a closure template. Brown will follow-up. If Brown is unable to provide a template, the group will draft one for review.</p>
	3.3	<p><u>Process of MIC Regulation Promulgation</u></p> <p>MIC representatives were not present to discuss this process. Brown stated that normally tribes do set cleanup standards; however, they have to go through a public comment process as well. Members of the MOU Work Group were not given the opportunity to review or comment on the draft regulations, guidelines, or cleanup standards.</p>
	3.4	<p><u>Quality Assurance Program Plan (QAPP)</u></p> <p>Hanneman distributed the "Draft Annette Island Federal Agency Quality Assurance Program Plan" and led a discussion regarding its contents. For ease of preparation, some of the content was excerpted from the ADEC sampling plan. Hanneman will review MIC regulations to ensure inclusion when applicable.</p> <p>As part of his presentation, Hanneman described the contents of the plan, the certified labs in Alaska, and the process for certifying labs. Four USAED certified labs are located in Alaska and two in Washington. The group was asked to review the QAPP and forward their comments to Hanneman by 4 Jan 00.</p>

<p>MOU BIA</p>	<p>3.5  3.6         3.7  3.8</p>	<p>The Draft QAPP will be posted on the web site.</p> <p><u>BIA Quality Standards/QAPP</u></p> <p>Not discussed.</p> <p><u>Geographical Information System (GIS)</u></p> <p>Sarwas and DiPofi presented a proposed GIS designed for the Annette Island project. The plan includes using:</p> <ol style="list-style-type: none"> <li>1. MS Access for tabular data.</li> <li>2. AutoCAD for graphical data.</li> <li>3. Images and PDF as reference files.</li> <li>4. ArcView GIS to tie it all together.</li> </ol> <p>Information will be collected from various historical and current sources.</p> <p>Sarwas prepared a proposal which includes an estimated 2,000 hours required to implement and maintain the GIS for the first year.</p> <p>Each agency will be responsible for submitting the information from which the database will be compiled. The suggestion was made that the GIS database may replace the backup data sheets for the C-3 Plan. At a later date, the group will determine which data will be included in the GIS and C-3 Plan. Deering suggested phasing in GIS by determining what data needs to be input.</p> <p><u>Administrative Record and Information Repository</u></p> <p>FAA documents have been forwarded to ARLIS.</p> <p><u>Community Involvement Plan (CIP)</u></p> <p>The CIP was previously distributed to the group. Elconin and Dokoozian led a discussion of the plan. The group agreed to provide comments to Dokoozian by 30 Nov 99.</p> <p>Dokoozian will revise the request letter, questions for community interviews and list of interviewees and distribute them to the group for approval.</p> <p>Gunyah suggested that a request be submitted to the MIC Council to call a town meeting for community outreach. These meetings draw high attendance and are televised.</p> <p><b>Action:</b></p> <p>Research whether the agencies are required to comply with MIC's standards.</p> <p>Brown...provide closure template.</p>
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FAA MOU MOU FAA MOU MOU USAED		<p>Renk...Research provision of technical support to MIC and EPA.</p> <p>Beyette...Compile list of site closure concerns and draft agenda for meeting. Group; submit concerns and agenda items.</p> <p>Meet to specifically address site closure issues.</p> <p>Snell...Post the draft QAPP on the web site.</p> <p>Review QAPP and submit comments by 4 Jan 00.</p> <p>Submit GIS input to Sarwas.</p> <p>Dokoozian...Revise the interview materials and submit it to the group for review.</p>
	<b>4.0</b>	<p><b>Schedules</b></p> <p>Not discussed.</p>
MOU	<b>5.0</b>	<p><b>Newsletter Articles</b></p> <p>Articles are due by 18 Nov 99. Submissions should be sent to Jeff Benson, Kelly Blandov (<a href="mailto:kelly@metlakatla.met">kelly@metlakatla.met</a>), and John Snell.</p> <p><b>Action:</b></p> <p>Submit articles by 18 Nov 99.</p>
USAED	<b>6.0</b>	<p><b>C-3 Plan Revision</b></p> <p>The C-3 Plan was scheduled for revision in Dec 99. The group agreed to postpone revision until Feb/Mar 00 in order to incorporate C-3 drawings and backup data sheets that will be prepared.</p> <p>Dokoozian and Sarwas will meet to discuss format for the backup and identify gaps.</p> <p><b>Action:</b></p> <p>Dokoozian/Sarwas...Meet to discuss format for the backup and identify gaps.</p>
	<b>7.0</b>	<p><b>Action Items Update</b></p>
	7.1	<p><u>BIA</u></p> <p>The status remained the same for BIA's action items.</p>
	7.2	<p><u>FAA</u></p> <p>The status remained the same for FAA's action items.</p>

	7.3	<u>MIC</u> Not present at this conference. Item 5...An EPA POC has been appointed.
	7.4	<u>MOU</u> Item 11...This item will be merged with Item 1.
	7.4	<u>USAED</u> Item 12...This item will be merged with Item 10.
	7.5	<u>USCG</u> The status remained the same for USCG's action items. <b>Action:</b> None.
	<b>8.0</b>	<b>New Action Items/Issues</b> Not discussed.
Jacobs	<b>9.0</b>	<b>Teleconference/Meeting Schedule</b> The next teleconference is scheduled for Tuesday, 30 Nov 99, at 1:30 pm (Alaska). The next MOU Work Group meeting is not scheduled. The group tentatively proposed Wednesday, 19 Jan 99, at Metlakatla or Seattle. <b>Action:</b> Email the agenda to participants on 24 Nov 99.
		Meeting adjourned at 5:30 pm (Alaska).